

CALENDARS

- ✦ Required by Idaho Code 33-512
- ✦ Due to School Finance by May 15th
- ✦ 2007-2008 forms and the Calendar Manual are available on our website at www.sde.idaho.gov/finance under Calendars
- ✦ Forms were emailed to Superintendents on January 31st
- ✦ Include a copy of the school calendar given to patrons
- ✦ Call 332-6842 with any questions

Minimum Instructional Hours as required by Idaho Code 33-512

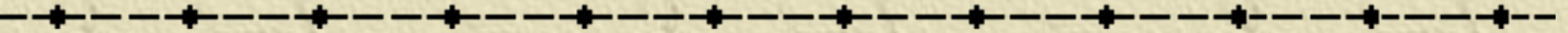
- ✧ Grades 9-12 - 990 instructional hours
- ✧ Grades 4-8 - 900 instructional hours
- ✧ Grades 1-3 - 810 instructional hours
- ✧ Kindergarten - 450 instructional hours

Instructional Hours may be reduced ...

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- ✦ Up to 22 hours for actual qualified staff development activities (11 hours for kindergarten)
 - ◆ Staff development is time set aside for the training of teachers to allow for the development of teaching skills
 - ◆ Teacher prep days, work days, parent teacher conferences, and mentor time are examples of activities **not** considered to be staff development activities
 - ◆ Staff development hours are not limited to the length of the “normal” school day and may occur prior to the first day and after the last day of school for students
 - ◆ You can have as many staff development hours as you want, but only 22 hours count as instructional time

Instructional Hours may be reduced...

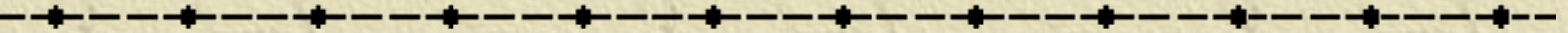
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- ✦ Up to a total of 11 hours for emergency school closures due to adverse weather conditions and facility failures
- ✦ For instructional hour purposes only, a closure due to widespread sickness is not a qualified emergency closure

Instructional Hours may be reduced...

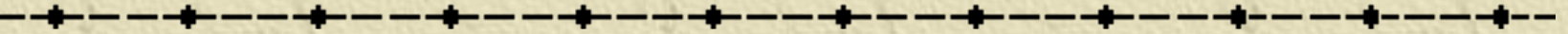
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✦ Up to 11 hours for grade 12 students ONLY

- ✦ Many districts end the school year earlier for grade 12 students
- ✦ If your district elects to reduce the amount of instructional time for grade 12 students, a separate calendar must be completed for grade 12
- ✦ A calendar for grades 9-12 as well as a calendar specifically for grade 12 students is included in the packet of calendars emailed to your district

When Planning a Shortened Session...



- ✦ For Calendar purposes, ANY day shorter than your regular day of instruction is considered a shortened session and should be marked on your calendar as such with a circle
- ✦ All shortened days should be listed in the grid at the bottom of the calendar

When Planning a Shortened Session...

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- ✦ For Attendance reporting purposes, a full day of attendance (1.0 ADA) is reported for students under instruction at least 4.0 hours (excluding recess, passing time, breaks, lunch, etc)
 - ✦ For Attendance reporting purposes, a half-day of attendance (.5 ADA) is reported for students under instruction at least 2.5 hours but less than 4.0 hours
 - ✦ For Attendance reporting purposes, kindergarten cannot have half-sessions of attendance – the students are either under instruction a minimum of 2.5 hours or they are not counted in ADA

When Planning a Shortened Session...

continued

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- ✧ To maximize ADA, a district *might* want to keep instructional time for shortened sessions to at least 4.0 hours for grades 1 – 12 students and 2.5 hours for kindergarteners
 - ✧ Bussing schedules and other issues may preclude this from occurring
 - ✧ Any day with less than 2.5 hours of instruction will still be counted towards the minimum instructional hours required, but no attendance would be reported for that day

Common Misconceptions/Questions

Schools must be in session a minimum of 180 days

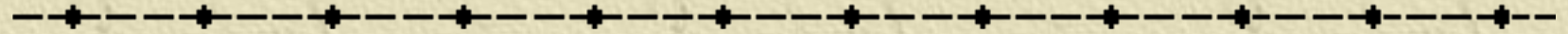
✦ No. Idaho Code 33-512 requires districts to provide students with a specific number of instructional hours, not a specific number of days

Can I put grades 1-12 on the same calendar?

✦ Yes, but only if the instructional hours for each grade are exactly the same

✦ This is unlikely due to recesses for the lower grades and passing times for the higher grades

Calendars...



- ✦ Notify us of any changes made to your calendar during the school year
- ✦ Please call with any questions you may have when completing the calendars

✦ Questions?